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**POST EVENT REPORT TEMPLATE**

**Title of Event**:

**Date**:

**Location**:

**Facilitators**:

**Collaborators/Sponsors**:

**Goals/ Objectives:** *(e.g.: The goals of the event are to help student orgs promote themselves to students and create an open and welcoming atmosphere for both organizations and students (involved or uninvolved).*

**Resources**:

* How much money was spent? Financial Aspects: *(Budget vs actuals, Ticket sales summary- prices, numbers, Assess the financial outcomes of the events, Effect for financial planning for future events)*
* Human Resources
* Planning Period: *(e.g.: It took about two weeks but should be started at least 4 weeks in advance and everything should be final one week before)*
* Documents: (e.g.: Quotations/ forms food should be collected before end of the time so there is ample time for approval.)
* Difficulties:

**Attendance**:

* How many people participated? How did people participate?
* How can you describe the event participants? *(e.g.: Students, undergraduate mostly looking to get more involved or to find more things to become involved in.)*

**Results**:

* Where the goals of the event achieved?
* How can you compare this event with other events?  *(e.g.: This event is similar to fairs held at the beginning of the year with new students but it also gives transfers a chance to get to know student organizations better.  This is comparable to other events because it is fulfilling the purpose of promoting student organizations.)*

**Reactions:**

* What did participants appreciate and value of the event?
* What comments were made?

**Learning points**:

* What could be done better?  *(e.g.: Planning of the event could have been started earlier)*

**Future Development**:

* What will you do next time?

**Conclusion**